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18 April 1969

SUGGESTIONS FOR QUARTERLY REPORT

1. Recommend that the Agency officially request GSA to issue report on approval of microfilm for preservation of permanent records. "Scuttle-butt" says approval has been made, only a paper need be issued. The Agency contributed money to GSA's study of this situation, now we want official notification of results.
2. At the present accession rate of 1500 feet per month at [REDACTED] 25X1A another space crisis is in the making. Therefore, propose that each Directorate review its potential for shifting to microform from hard copy for active use of records and for preservation of records.
3. Do not yet ask Col. White to write the Directorates about current holdings. Current figures do not reflect activities now going on which will soon achieve further substantial records disposal. There is no actual problem here, at least in the DDI.
4. Do ask Col. White to write Directorates on a follow-up to his original direction that senior officials be appointed to "honcho" the Records Management Program, and that lower echelon records management personnel devote major portion of time to records management. In reply, Directorates should list names of active individuals, and percentage of time devoted to records management.
5. Propose that an Occupational Series for Records Management personnel be made effective Agency-wide. In a program so vital and so costly to maintain as records management has proven to be, it seems unrealistic to try to run it with part-time personnel.